

Bi-lingual applicants encouraged to apply

Opening Date:	July 31, 2014	Closing Date:	August 21, 2014
Job Title:	Manager I	Position Type:	Regular Full Time
PIN:	001202	FLSA Status:	Exempt
Location:	District 6, Montgomery County Silver Spring, Maryland	Grade/Entry Salary:	J13 \$46,394 - \$55,452
Financial Disclosure:	No		(Depending on Qualifications)

Regular State employees subject to promotion/demotion policy

Essential functions: The Manager I is a supervisory position overseeing the day to day operations of the District Court of Montgomery County, located in Silver Spring, MD. The incumbent is responsible for monitoring, advising, and making changes to work product as appropriate with focus given to HR policies and procedures and selection of personnel within the District Court. Work involves planning, assigning, reviewing, coordinating and directing supervisory and clerical personnel. This position is also responsible for providing oversight on a daily basis of all court operations to maintain compliance with audit requirements and set goal levels, interpreting and implementing rules and procedures, coordinating and providing direct supervision to management team, as well as overseeing adherence to retention guidelines. The Manager I is designated as essential personnel and may be called to work during emergencies (e.g. inclement weather and staff shortages). Performs other duties as assigned.

Education: High school diploma or GED.
Experience: Seven years of general clerical experience, five of which must have been in a trial or appellate court. Two years of supervisory/lead experience.
Preferred: Some college. Additional years of District Court experience.

Skills/Abilities: Knowledge of modern office practices, procedures and equipment. Thorough knowledge of District Court policies, and procedures; ability to apply policies, procedures, regulations, rules, codes, and laws to work product. Demonstrated knowledge of legal experience. Ability to communicate effectively verbally and in writing. Ability to read and interpret notations and comments. Ability to type and use a personal computer; compile data and reports. Ability to maintain and use detailed filing systems. Ability to deal tactfully, respectfully, and courteously with internal and external customers of the court; remain poised under pressure; resolve complex problems. Ability to train new and existing staff; assign, organize, and evaluate work of staff. Demonstrated ability to implement training guidelines and procedures. Demonstrated ability to adapt to a rapidly changing environment, multi-task, and reallocate staff and resources as needed. Ability to lift up to 25 pounds. Ability to sit, stand and/or bend for extended periods of time. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary application (unsigned applications will not be accepted) stating position title, location and PIN number. You may also include with your application, a cover letter and resume. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.